



PARK SCHOOL FOR GIRLS

INTERNAL APPEALS PROCEDURE

2018/19

For complaints concerning the procedures used in internal assessment of coursework.

Statement for Students:

If at any stage during your exam courses you have concerns about the procedures used in assessing your internally marked work for public exams (e.g. coursework / portfolio / projects) you should see the Examinations Officer.

Notice to IGCE/GCSE Examination Candidates

Internal Assessment Procedure – Appeals

PLEASE NOTE:

Appeals may be made regarding the procedures used in internal assessment but not the actual marks or grades submitted by the school for moderation by the awarding body.

- This is to let you know how to appeal about the procedures used in internal assessment for work that contributes to a GCSE/GCE award.
- The procedure at Park School for Girls will be supervised by Mrs Powley in conjunction with Mrs Nicholas.
Information will be available from Mrs Powley. Mrs Nicholas will be aware of the details of all appeals in progress, and advised of their outcome.

September 2018

- Any appeal will be considered by at least three members of staff at Park School for Girls, including the Exams Officer, and either the Head or Deputy Head.
- You will be allowed to be supported in the presentation of your case by a parent, guardian, or friend.
- A written record of all Appeals will be held by the Exams Officer. This will include a record of the outcome, including the reasons for that outcome. A copy will be sent to you.
- All Appeals will include a review of the procedure used at Park School for Girls to award marks for internal assessments to ensure that this complies with the requirements of the Awarding Body, and the published Code of Practice.
- You must complete the relevant form at least two weeks before the date of the final written examination paper in the subject that exam session. An internal Appeal will be resolved by the date of the final written examination paper of the session.
- Park School for Girls will inform the Awarding Body of the outcome of any Appeal which has implications for the conduct of examinations of the issue of results at Park School for Girls and full details of any Appeal will be made available to the Awarding Body on request.

How to make an Appeal

- You should seek advice from your tutor or relevant subject teacher.
- If you wish to make an Appeal, please fill in the 'FORM FOR THE LOGGING OF STUDENTS' COMPLAINTS'. A blank copy of this will be available from the Exams Officer.
- Return the completed form to the Exams Officer.

Head of Centre

Exams Officer

Mrs Androulla Nicholas

Mrs Tracey Powley

.....

.....

Date: September 2018

The policy is next due for in September 2019.

September 2018

September 2018